

Sustainability at Work



Try these easy-to-implement, sustainable living ideas at work today!

Save time, money, and energy while ensuring a protected environment and high quality of life for all.

1. Shut down computers at night including monitors. Use a power strip for your electronic devices and turn it off nightly or when not in use.
2. Turn your individual lights off when you leave the area. Use natural light when possible.
3. Recycle all cans, bottles, plastics, and paper.
4. Bring your own water from home in a reusable bottle to reduce waste. Use a non-disposable coffee cup for those daily trips to the coffee shop.
5. Carpool, walk, bike, or use public transportation to work.
6. Bring a healthy lunch to work in a reusable bag or container.
7. Print double-sided and use email to distribute documents rather than printing multiple copies.
8. Bring in a plate, bowl, cup and utensils from home to reduce the use of disposables.
9. Purchase biodegradable, eco-friendly cleaning products for bathrooms and break rooms.
10. Purchase recycled content office supplies and buy from local merchants, manufacturers, and farmers.
11. Donate unwanted office equipment or materials.
12. Participate in a community event like The Big Sweep clean-up in the spring. Get colleagues involved in the effort.
13. Encourage your workplace to host "green bag" lunch discussions on topics of interest to employees.
14. Gently remind co-workers when they forget to turn off a light or computer or when they place a recyclable in the trash.
15. Use vendors that implement green practices.
16. Work with print shops that use soy-based ink and print on recycled paper.
17. Forward materials electronically for staff meetings and workshops to reduce wasteful printing.
18. Recycle batteries, toner, ink cartridges and electronics.
19. Offer publications online rather than printing when possible.
20. Make recycle bins available and clearly mark what is recyclable to ensure proper disposal by employees and visitors.
21. Consider the environment when setting up meetings, conferences, and workshops. Ask if the facility recycles and participates in similar activities as your workplace.
22. Order food from restaurants or caterers that implement green practices.
23. Telecommute to cut down on emissions.
24. Use the most efficient fleet vehicle for the work you are doing and remember to reduce idling.
24. Reduce the use of small appliances like heaters, mini-fridges, and microwaves. Install a timer on coffee pots to reduce electricity.

Frederick County Office of Environmental Sustainability (OES)

Visit us online www.co.frederick.md.us/sustainability or call our office 301.600.7414.

OES brings together community partners to build a sustainable future for the region. We collaborate with County departments, businesses, residents, and other organizations to advance sustainable practices, policies, and partnerships.

